

Special Programs

Special Employment

**University of California  
Personnel Assignment  
Program (UCPAP)**

**PURPOSE:**

- .01 The University of California Personnel Assignment Program (UCPAP) is designed to bring about an easily implemented temporary assignment of Los Alamos National Laboratory personnel to University of California campuses or to other UClaboratories and/or the similar assignment of University campus or other laboratory personnel to the Los Alamos National Laboratory.

**PROGRAM DESCRIPTION:**

**Laboratory Employee**

- .02 After satisfactory application and management approval (*see .06-.07 below*), a Los Alamos employee works at a University of California campus or other UC laboratory while continuing to receive normal Los Alamos salary and benefits.

**UC Employee**

- .03 A University employee normally employed at a University campus or other UC laboratory may work at Los Alamos while continuing to receive the normal campus- or other-laboratory- determined salary and benefits.

**ELIGIBILITY:**

**Laboratory Employee**

- .04 Los Alamos applicants must be full-time regular employees.

**UC Employee**

- .05 UC applicants must meet the eligibility requirements prescribed by the home campus or laboratory.

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### APPLICATION:

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|----------------------------|-----|---|
| <b>Laboratory Employee</b> | .06 | Los Alamos applicants must complete a Los Alamos UCPAP application form (available from Grants and Contracts in the Controller's Office) and the required supplementary documents—statement of services, estimated budget, and budget worksheet. Applicants then obtain approvals from the appropriate Group and Division Leaders and from the cognizant Associate Director (AD). The Deputy Controller provides the final review and approval. |
| <b>UC Employee</b>         | .07 | UC applicants must complete the campus or other UC laboratory UCPAP application form and, following receipt of indicated approvals, submit it to the Grants and Contracts Office at the Laboratory for final approval.  |

### COSTS:

- |                                   |     |  |
|-----------------------------------|-----|--|
| <b>Salary and Fringe Benefits</b> | .08 | The organization at the Los Alamos National Laboratory sponsoring the UCPAP participant is responsible for paying the full cost of salary, benefits, and other agreed-upon costs; however, the costs are reimbursed by the host campus or laboratory.  |
|                                   | .09 | The UCPAP participant remains eligible for his or her normal vacation accruals, sick leave allowances, holidays, workers' compensation, retirement, health and life insurance, and disability insurance.<br><br><p style="margin-left: 40px;"><b>NOTE:</b> The participant follows the home organization's holiday schedule.</p> <p>Los Alamos participants remain eligible for salary increases and should receive the same consideration given to on-site employees.</p> |
| <b>Burden</b>                     | .10 | Unless otherwise agreed upon, the home laboratory or campus must pay the on-site or off-site burden expenses. For participants from Los Alamos, the sponsoring Laboratory program must bear the Los Alamos burden. If paying burden costs cannot be justified programmatically, the UCPAP assignment   |

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may be made with Director approval and Director provision of the necessary funding.

**Other**

- .11 The host pays all other expenses related to the UCPAP assignment, including agreed-upon relocation expenses, travel, materials, supplies, and equipment.

**NOTE:** The Los Alamos change-of-station policies described in AM 816 (housing, cost-of-living allowance, shipment of vehicles, early return to Los Alamos, among others) do not apply.

**LENGTH OF ASSIGNMENT:**

- .12 UCPAP assignments usually last for a continuous period of not more than 1 year. UCPAP participants may request an extension of a continuous period by submitting a second UCPAP application. Continuous periods of more than 2 years are not permitted. Applicants may apply for continuous periods of less than 6 months for multiple years.

**LOS ALAMOS  
ADVISOR/HOST**

- .13 The sponsoring organization designates a Los Alamos advisor/host (at the Group-Leader level or above) for all Los Alamos participants assigned for more than 6 months and for all UC participants assigned to Los Alamos for any length of time. The advisor/host is a liaison with the participants and, for Los Alamos participants, provides performance appraisals for the period during the assignment and assists, as needed, with participant reintegration into the Los Alamos National Laboratory workforce at the end of the assignment.

**PARTICIPANT CONDUCT:**

- .14 A participant who accepts a UCPAP assignment agrees to conform to all rules and policies of the host organization, including health and safety, security, travel, and so on; the only exceptions are those policies relating to the home benefits. (*See [.09](#).*) The participant is subject to the same patent and technical data policies as the employees of the host organization.

## **University of California Personnel Assignment Program (UCPAP)**

**TERMINATION:**

- .15 The host organization, the home organization, or the participant may terminate the assignment within 30 days of a written notice to each of the other parties. Upon termination, the employee returns to the home organization.